

# SAP Business Warehouse/Business Intelligence Reporting

## BW/BI Custom Reports

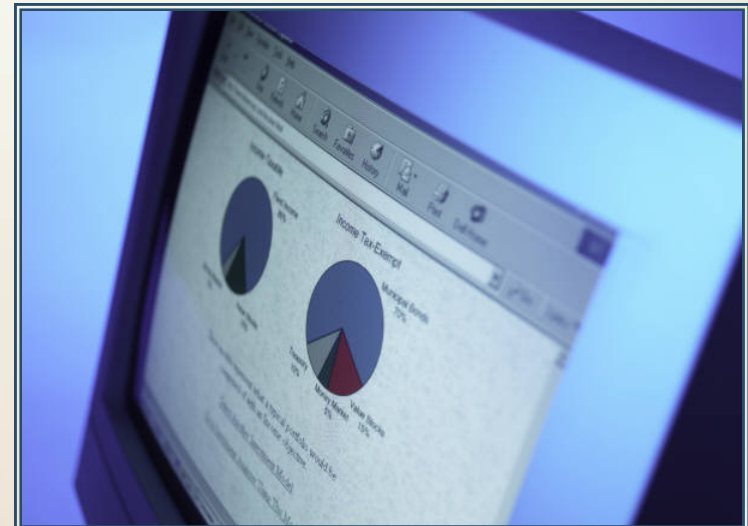
Washington State HRMS Business  
Warehouse/Business Intelligence (BW/BI)  
Self-Paced Learning Materials  
General Topics - BW/BI End Users/Power Users

# BW/BI Custom Reports - Overview

The BW/BI Custom Reports section provides an overview of reports that will be available from the HRMS Portal. This list will be updated as new reports are added to the HRMS Portal.

Topics covered in this section include:

- BW/BI Custom Reports



# BW/BI Custom Reports

The following custom reports are available from the HRMS Portal. This list will be updated as new reports are added to the HRMS Portal:

Report Name	Report Description	InfoProvider	Category
<b>Position - Personnel Master Listing</b> ZZPAOS_C01_Q499	Displays position and employee data including county, status, underfill, range, step, salary, PID, etc.	ZPAOS_C01 - Staffing Assignments and ZPA_C01 - Headcount and Personnel Actions	Organization Management
<b>Position Statistics Report</b> ZZPAOS_C01_Q516	Displays the number of full-time and part-time positions, with special pay provisions, status and salary rate unit, etc.	ZPAOS_C01 - Staffing Assignments	Organization Management
<b>Position Roster</b> ZZPAOS_C01_Q851	Displays a list of positions with various information such as org code, job class code, salary range, date vacated, county code, etc.	ZPAOS_C01 - Staffing Assignments	Organization Management
<b>Affirmative Action</b> ZZPA_C01_Q027	Displays Affirmative Action Employee Detail by Personnel Area, by EEOC Group, by Personnel Area/ Job, Employee Detail Statewide, and Affirmative Action Summary by Job Group.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
<b>Appointment Status Changes</b> ZZPA_C01_Q494	Displays changes in the actions, status, current salary, etc., for personnel area and organization code.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
<b>Employee File Statistics</b> ZZPA_C01_Q244	Displays the number of employees by various groups such as age group, gender, ethnic group, in state service dates, etc.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
<b>Employee and Position Status</b> ZZPA_C01_Q231	Displays a comparison/match of employee information and position information.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration

# BW/BI Custom Reports, Cont...

Report Name	Report Description	InfoProvider	Category
<b>Class Distribution</b> ZZPA_C01_Q687	Displays job classes, the job class range and how many employees within an agency. This report includes the range and step distribution.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
<b>Classification Turnover</b> ZZPA_C01_QCLTO	Displays turnover data specific to classification and pay proposal requests.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
<b>Employee History</b> ZZPA_C01_Q431	Displays Employee History by various categories such as name, social security number, personnel action/reason codes, appointment date, status, etc.	ZPA_C01 - Headcount and Personnel Actions and ZPA_M50 - Headcount and Education	Personnel Administration
<b>Employee Probation</b> ZZPA_C01_Q719	Displays employee name, SSN, Job Class title, work order, Bargaining unit, and time worked. (Currently in work, not available).	ZPA_C01 - Headcount and Personnel Actions and ZPA_M50 - Headcount and Education	Personnel Administration
<b>Employee Summary</b> ZZPA_C01_Q761	Displays full-time, part-time, seasonal and exempt employees by agency.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
<b>Hiring Freeze Tracking</b> ZZPA_C01_QHFT1	Displays headcount data statewide as well as a breakdown of headcount in each agency.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
<b>Minority Distribution</b> ZZPA_C01_Q436	Displays count and average salary amounts for full-time classified and full-time exempt employees based on ethnic group.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration

# BW/BI Custom Reports, Cont...

Report Name	Report Description	InfoProvider	Category
<b>Supervisor to Employee</b> ZZPA_C01_QSPRV	Displays the supervisor and the employees that report to that supervisor.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
<b>Baseline for Layoff Seniority Calculations Report</b> ZZPA_C01_QLOR	Provides a tool for agencies to view employee seniority date and military service. This baseline report, as is, does not provide a seniority date for layoff purposes.	ZPA_C01 - Headcount and Personnel Actions	Layoff Data
<b>Layoff Activity</b> ZZPA_C01_QLAR	Allows agencies to view layoff activities by action reason for their own agency or statewide.	ZPA_C01 - Headcount and Personnel Actions	Layoff Data
<b>LWOP Reduction in Force Activity</b> ZZPT_M01_QLWOP	allows agencies to view LWOP Reduction in Force time taken for their own agency or statewide.	ZPT_M01 Time and Labor	Layoff Data
<b>HCA Non-Discrimination</b> ZZPA_C01_QN21	Displays employees who were eligible for medical insurance on January 1, of the current year. (Currently in work, not available)	ZPY_M01 - Employee Specific Payroll	Payroll
<b>Distribution of Payroll and Related Costs</b> ZZPY_C51_Q180	Displays employer costs by employee and by AFRS account distribution to the 'sub sub object' level as entered on the position or employee record.	ZPY_C51 - AFRS Payroll	Financials
<b>Position Cost</b> ZZPY_C51_Q450	Displays employer costs, FTE's, overtime hours, overtime amounts, and shift differential amounts for each position and class title within the agency.	ZPY_C51 - AFRS Payroll and ZPAOS_C01 - Staffing Assignments	Financials
<b>Who Charged</b> ZZPY_C51_Q901	Displays employee data including what the employee was paid, basic employee data, 'sub sub object', cost assignment information, etc.	ZPY_C51 - AFRS Payroll	Financials

# BW/BI Custom Reports, Cont...

Report Name	Report Description	InfoProvider	Category
<b>Manager to Staff</b> ZZPA_C01_QGM03 GMAP	Displays the % of Washington Management Service (WMS) managers and % of all Management Employees to staff.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
<b>Washington Management Service</b> ZZPA_C01_QGM01 GMAP	Displays the number of Washington Management Service (WMS) employees/managers.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
<b>WMS Management Type</b> ZZPA_C01_QGM02 GMAP	Displays the percent breakdown of management by management type for Washington Management Service (WMS) employees/managers.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
<b>Separation During Review Period</b> ZZPA_C01_QGM05 GMAP	Displays the Proportion of Hiring Types Number of New Hire, Promotional, Transfer, Exempt and Other appointments to permanent positions.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
<b>Type of Appointments</b> ZZPA_C01_QGM04 GMAP	Displays the Proportion of Hiring Types, Number of New Hire, Promotional, Transfer, Exempt and Other appointments to permanent positions.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
<b>Average Overtime - Agency</b> ZOPY_M02_QGM09A GMAP	Displays Overtime Usage/Average Hours Average overtime hours used, per capita by Agency.	ZPY_M01 - Employee-Specific Payroll Data	HRM Performance Management
<b>Overtime Cost - Agency</b> ZOPY_M02_QGM10A GMAP	Displays Overtime Usage/Cost Straight plus premium overtime costs by Agency	ZPY_M01 - Employee-Specific Payroll Data	HRM Performance Management
<b>Percent Employees Receiving Overtime - Agency</b> ZOPY_M02_QGM11A GMAP	Displays Percent of Employees receiving overtime by Agency	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management

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Report Name	Report Description	InfoProvider	Category
<b>Average Overtime</b> ZOPY_M02_QGM09 GMAP	Displays Overtime Usage/Average Hours Average overtime hours used, per capita.	ZPY_M01 - Employee-Specific Payroll Data	HRM Performance Management
<b>Overtime Cost (Agency/Statewide)</b> ZOPY_M02_QGM10 GMAP	Displays Overtime Usage/Cost Straight plus premium overtime costs.	ZPY_M01 - Employee-Specific Payroll Data	HRM Performance Management
<b>Percent Employees Receiving Overtime</b> ZOPY_M02_QGM11 GMAP	Displays Percent of Employees receiving overtime.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
<b>Sick Leave</b> ZZPT_M02_QGM19 GMAP	Displays Sick Leave Usage - Used and Earned, Average vs. Actual Definition: On the average, what percent of sick leave earned is used (currently not available)	ZPT_M02 - Quota Data	HRM Performance Management
<b>Formal Disciplinary Action Taken</b> ZZPA_C01_QGM13 GMAP	Displays the Number/type of Disciplinary Actions Definition: Number of disciplinary actions per type: Dismissal, Demotion, Suspension, and Salary Reduction.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
<b>Diversity Profile</b> ZZPA_C01_QGM16 GMAP	Displays Workforce & Diversity Profile Definition: Percentage of the workforce in protected groups.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
<b>Diversity Profile by Ethnicity</b> ZZPA_C01_QGM17 GMAP	Displays Workforce & Diversity Profile/Ethnicity Profile Definition: Percentage of workforce by ethnic group.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
<b>Percent Age Distribution</b> ZZPA_C01_QGM18 GMAP	Displays Workforce & Diversity Profile/Age Profile Definition: Percentage of all employees and of WMS by age groups.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management

# BW/BI Custom Reports, Cont...

Report Name	Report Description	InfoProvider	Category
<b>Turnover</b> ZZPA_C01_QGM15 GMAP	Displays Turnover rates and types Definition: Percent of employee turnover by type (Retirement, Resignation, Dismissal, Other, To Another Agency).	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
<b>Grievance Details Report</b> ZZGR_M01_Q502	Displays information on current grievances based on selection screen criteria.	ZGR_M01 - Grievance Data	Grievance
<b>Grievance Master Agreement Report</b> ZZGR_M01_Q503	Displays counts on grievances based on selection screen criteria. (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance
<b>Grievance Totals by Agency Report</b> ZZGR_M01_Q504	Displays counts on grievances based on selection screen criteria. (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance
<b>Grievance Articles Trend Report</b> ZZGR_M01_Q505	Displays details and allows for further analysis of the articles being grieved in the Grievance Process. (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance
<b>Grievance Detail Agency Report</b> ZZGR_M01_Q506	Displays details and allows for further analysis of the articles being grieved in the Grievance Process. (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance
<b>Grievance History Report</b> ZZGR_M01_Q507	Displays all details related to a specific grievance to include the history of the grievance as it moved through the process (i.e. a list of grievance steps). (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance
<b>Grievance Status Totals Report</b> ZZGR_M01_Q509	Displays output that is a matrix format providing counts of grievances by sub-article, step in the process and status. (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance